Advance MS Power Point

Purpose

1. The purpose of this class is to introduce advance features of MS Power Point in order to build a more effective electronic presentation.

2. Assumes familiarity of MS PowerPoint 2000.

Course Outline

- PowerPoint Overview
- Create a Presentation using a blank presentation
- Advance PowerPoint Tools
- Modify Presentations

Intro to PowerPoint

- A multimedia tool used to plan, create, deliver and publish dynamic presentations in an electronic format.
- Part of the Microsoft Office suite
- Used to effectively communicate ideas and information.

Intro to PowerPoint

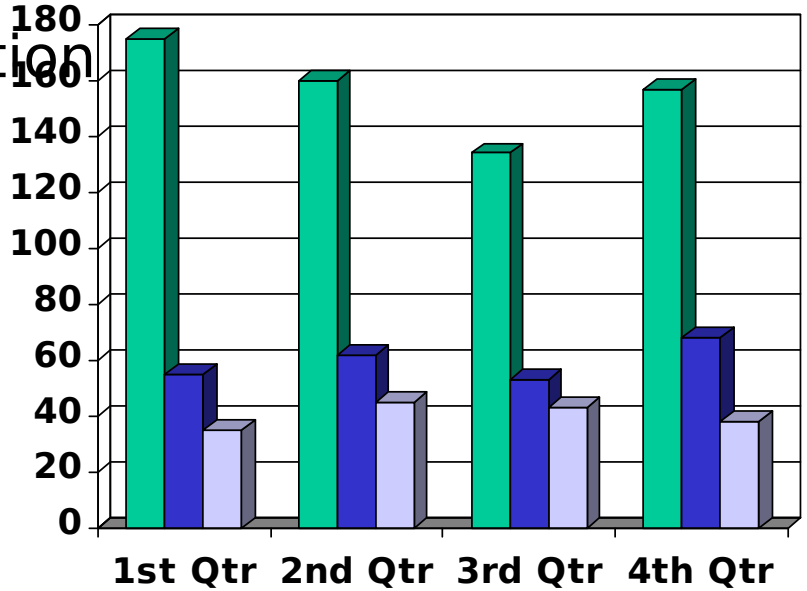
- **An electronic presentation**

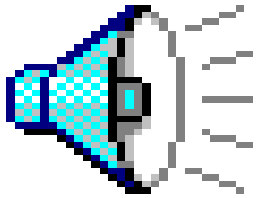
  www.tecom.usmc.mil

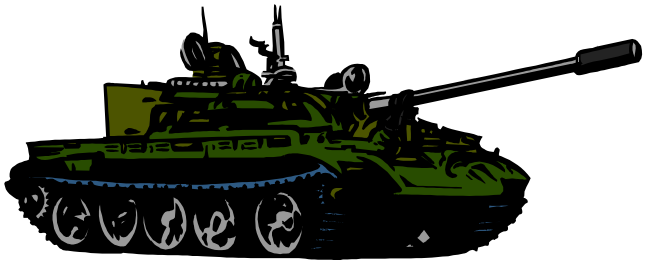
  - **Text**
  - **Hypertext**
  - **Graphics**

Intro to PowerPoint

- An electronic presentation
  - Animations
  - Graphs/Charts
  - Sound/Video clips

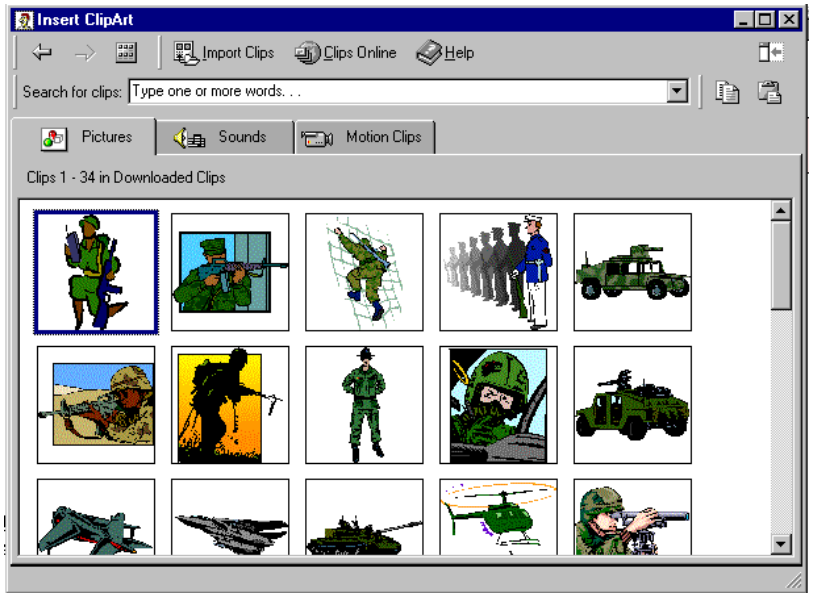






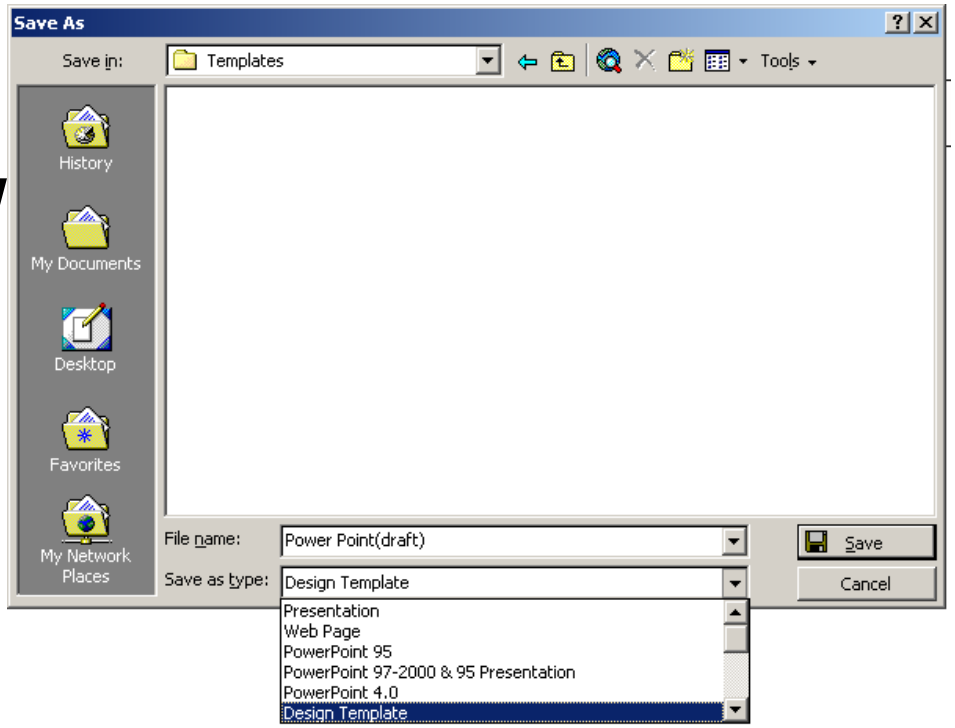
Import Files and Objects

- Clip Art Gallery
- MS Word 2000
- MS Excel 2000
- Legacy Application
- Internet
- Other Applications



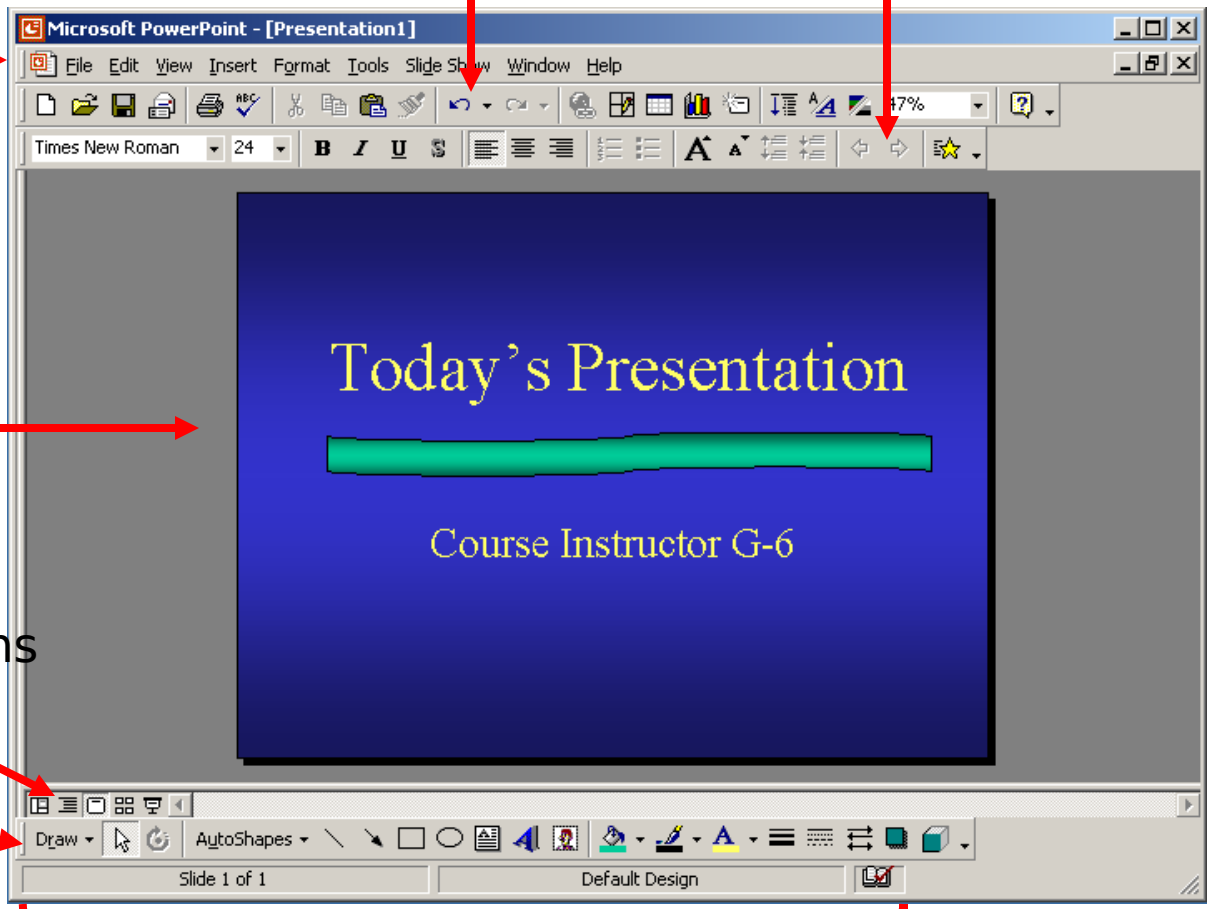
Save Options

- Presentation
- Presentation Show
- Design Template
- Customs Shows
- Web Page
- Other



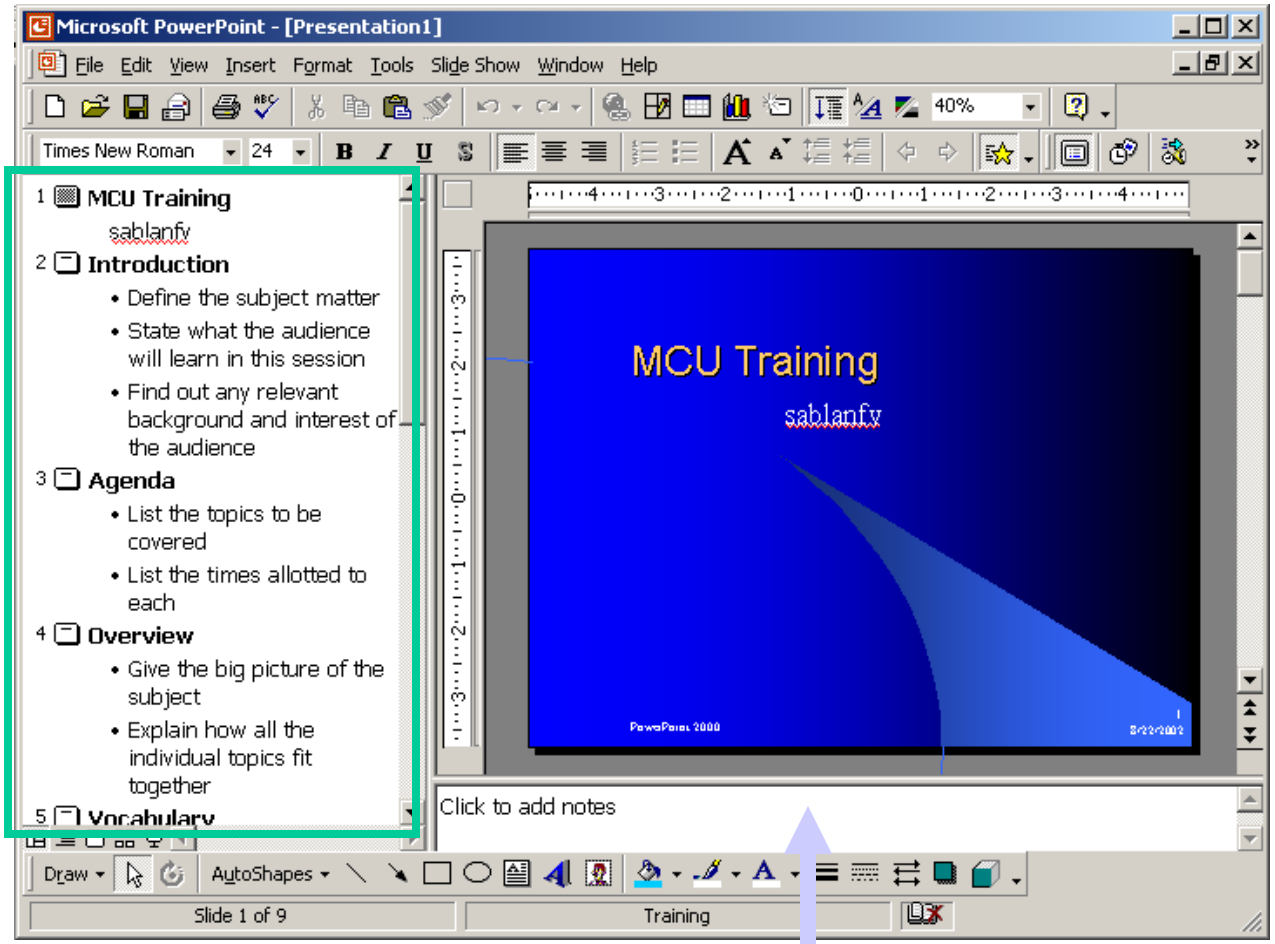
Save regularly!!!

PowerPoint Window



PowerPoint Window

Outline Window


Microsoft PowerPoint - [Presentation1]
File Edit View Insert Format Tools Slide Show Window Help
Times New Roman 24
1 MCU Training
sablanfv
2 Introduction
• Define the subject matter
• State what the audience will learn in this session
• Find out any relevant background and interest of the audience
3 Agenda
• List the topics to be covered
• List the times allotted to each
4 Overview
• Give the big picture of the subject
• Explain how all the individual topics fit together
5 Vocabulary
MCU Training
sablanfv
Click to add notes
Draw AutoShapes
Slide 1 of 9
Training

Notes Section

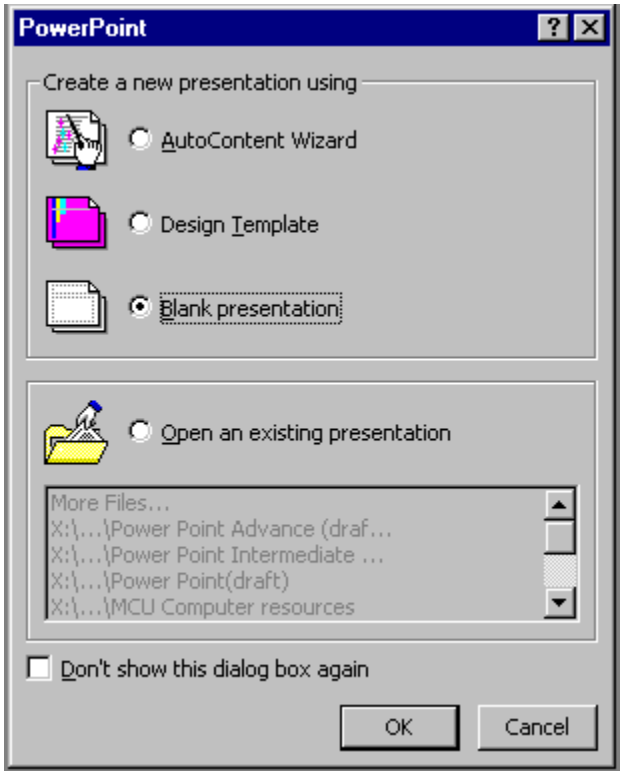
MS PowerPoint 2000

Basics you already know:

1. Creating presentations w/ design templates
2. Inserting, editing, and formatting of text, pictures, graphs, and other objects
3. Animating objects
4. Using slide transitions
5. Saving in different formats

Creating a Presentation

Starting from Scratch…

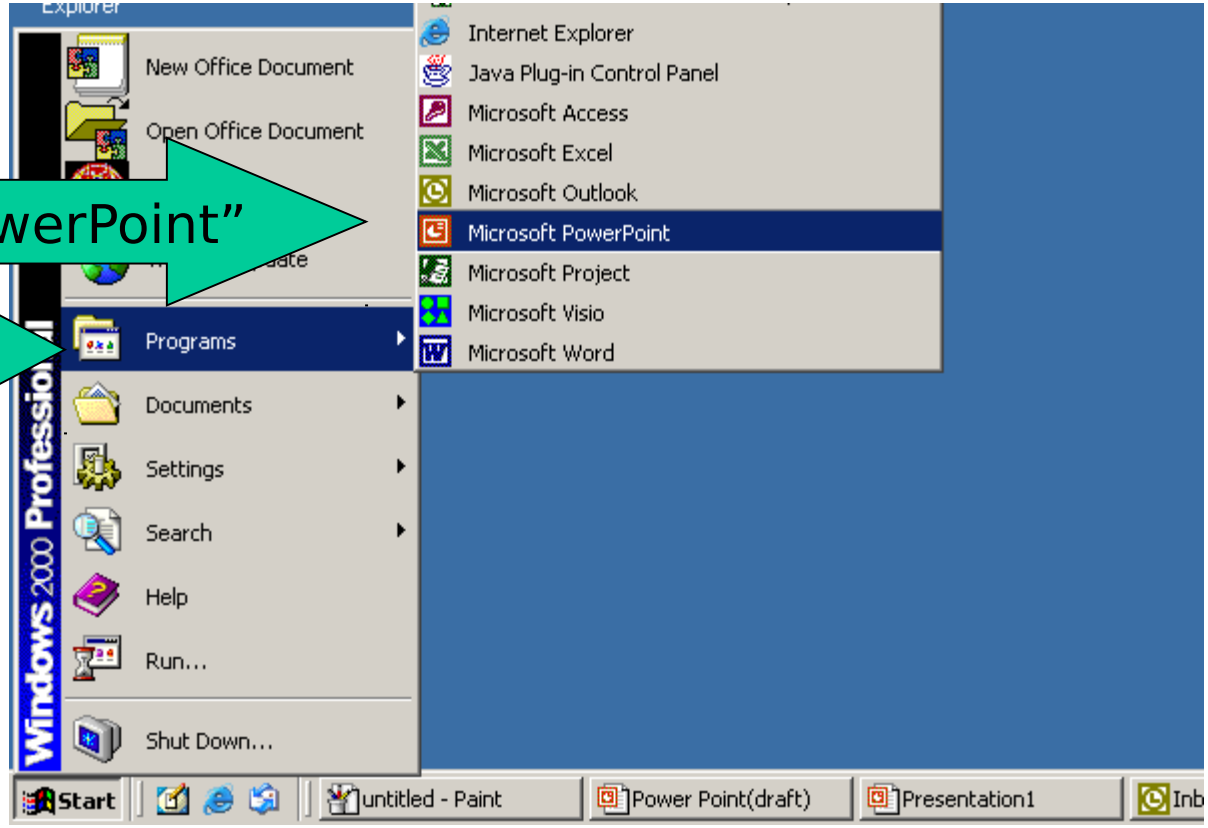


Getting Started

3. Click “MS PowerPoint”

2. Click “Programs”

1. Click “Start”



Setting Toolbars

1. View (Drop-down Menu)
2. Toolbars
3. Check *Standard*, *Drawing*, *Formatting* and *Picture*

These toolbars are commonly used in PowerPoint.

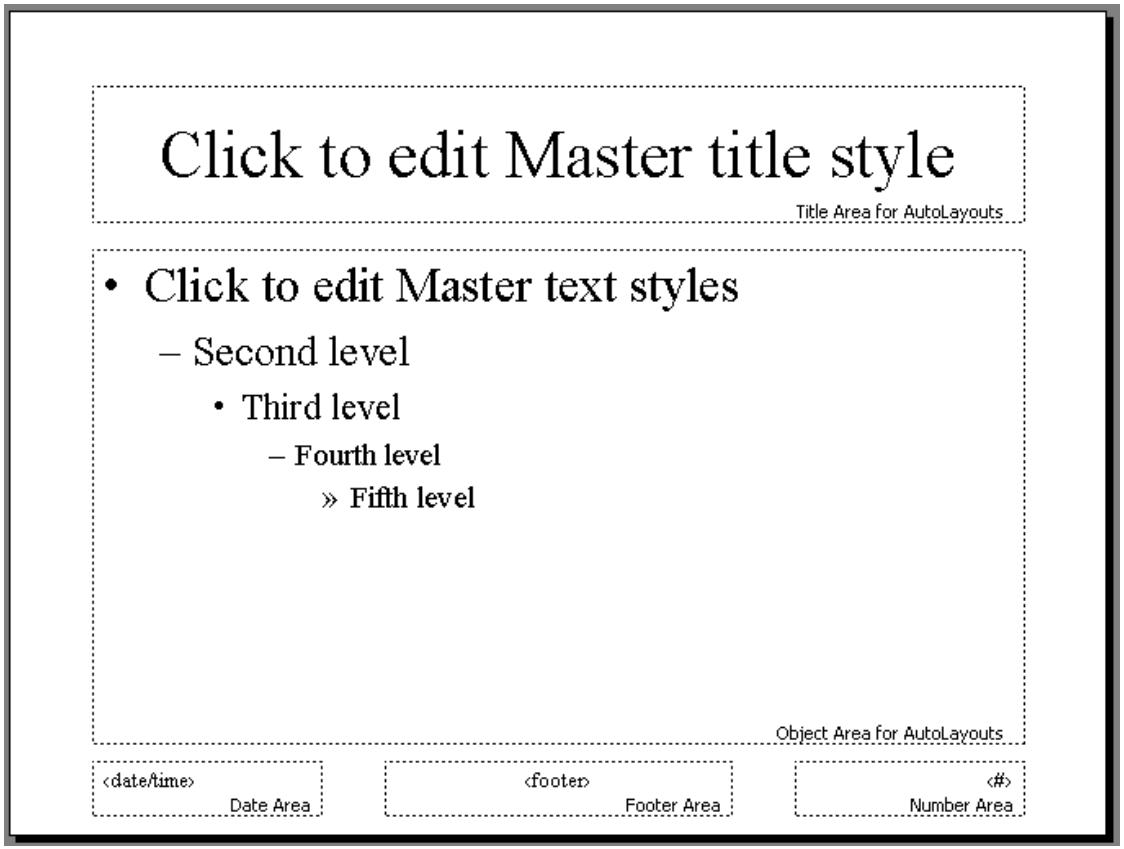
PowerPoint 2000

Working with Masters…

- Slide Master
- Title Master

Slide Master

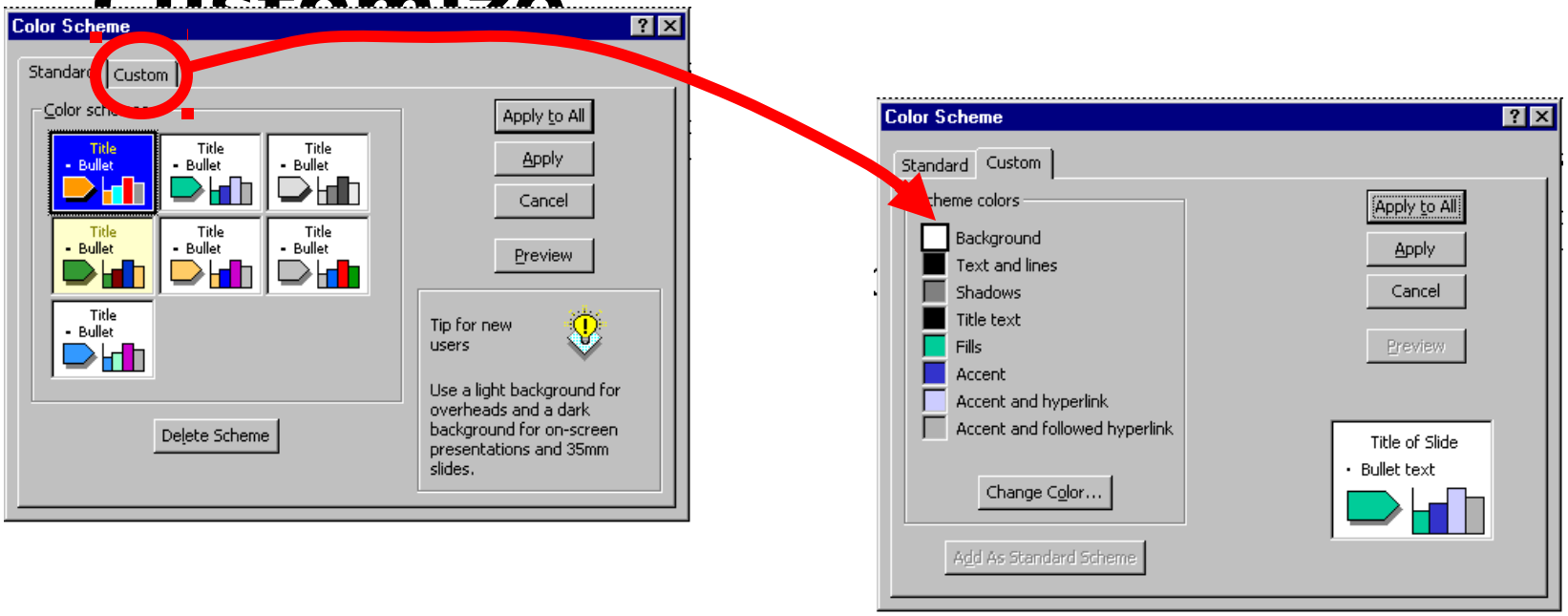
View > Master > Slide



The Slide Master View

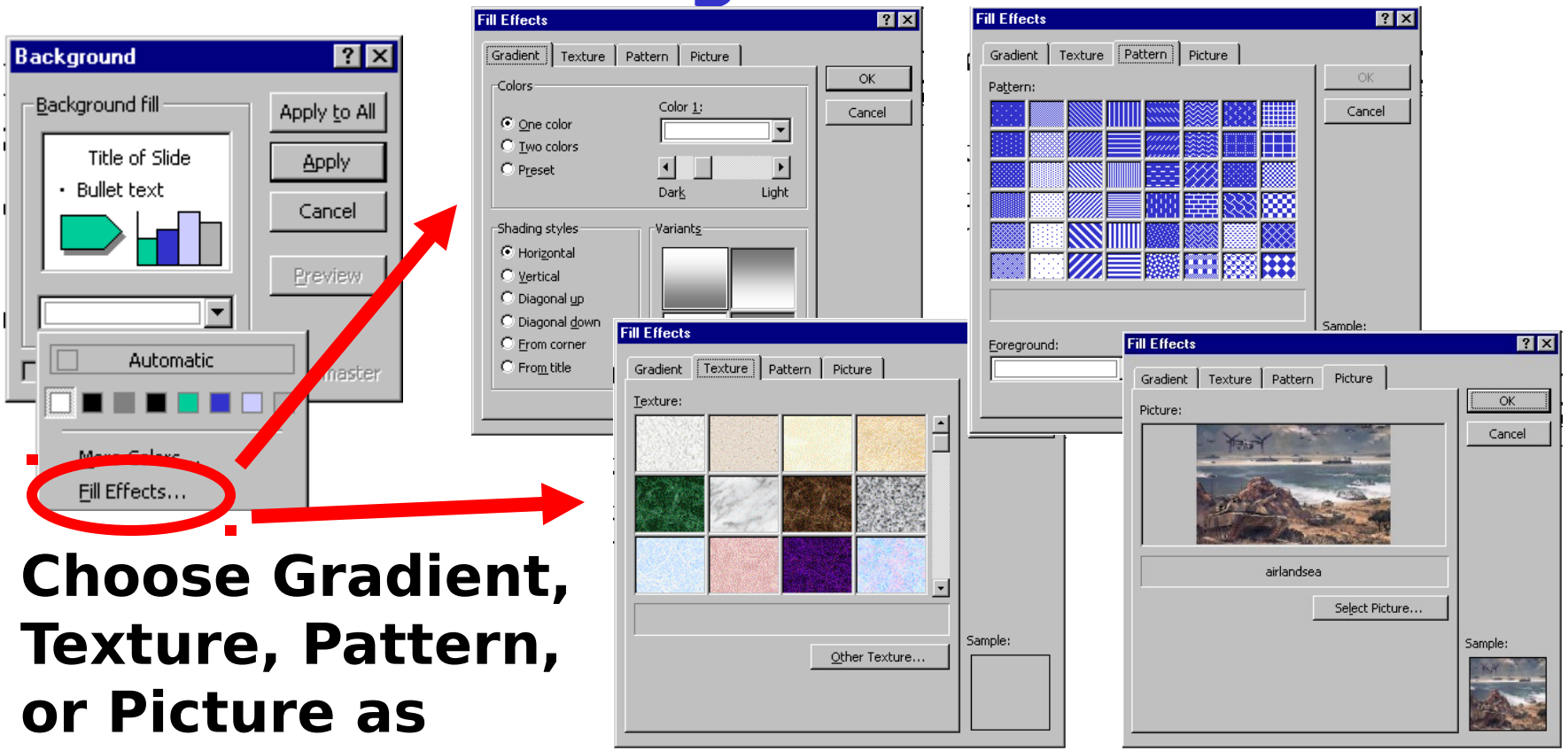
Slide Master Background

Choose color scheme: **Format > Slide Color Scheme… OR Customize**



Other Background Options

Format > Background…



Choose Gradient, Texture, Pattern, or Picture as Background

Slide Master Text

- Click on text placeholders and format using the formatting and drawing toolbars.
- Format single line, paragraph, and/or all elements in placeholder.
- Drag and move placeholder to any position.

Slide Master Options

Slide Master can include:

- Shapes
- Lines
- Pictures
- Header/Footer
- Date
- Page Number
- Animation
- Transitions
- Action Buttons
- Tables
- Charts
- Sound/Video Clips

Title Master

- In Slide Master View, click New Title Master… to add title master slide
- Title Master adds visual diversity to presentation.
- Should include all elements of slide master.
- Format process is same as slide master

Example

Title Master

Slide Master

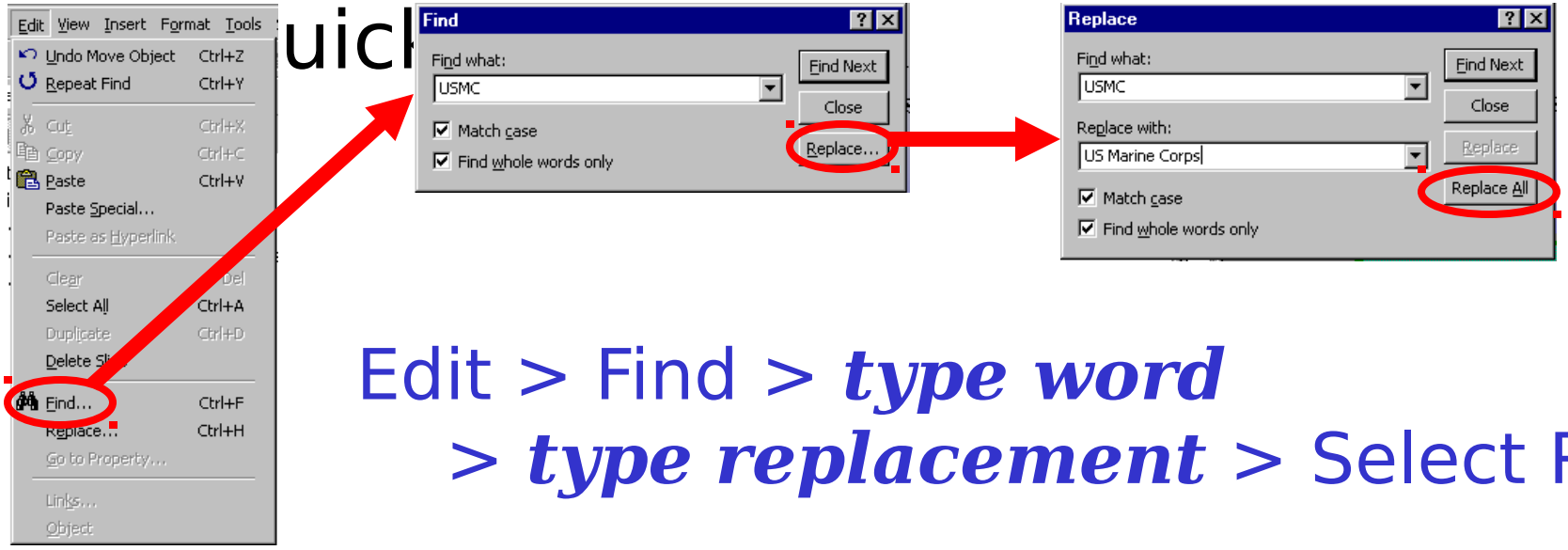
PowerPoint 2000

Working with Text…

- Find and Replace
- Replace Fonts
- Spell Check
- Word Wrap
- Rotate
- Hypertext

Find and Replace

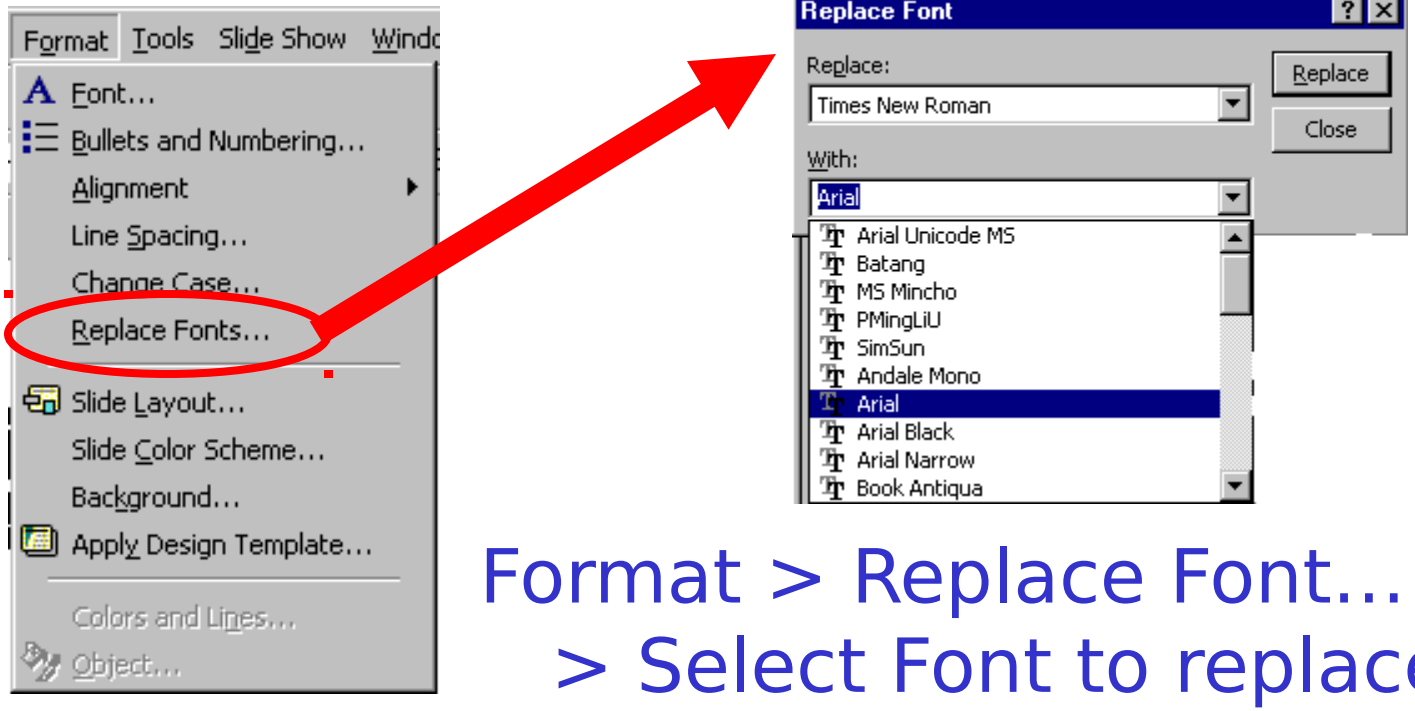
- Feature used to find a term or phrase throughout presentation, and replace with new word/phrase. Quick



Edit > Find > ***type word***
> ***type replacement*** > Select Repl

Replace Fonts

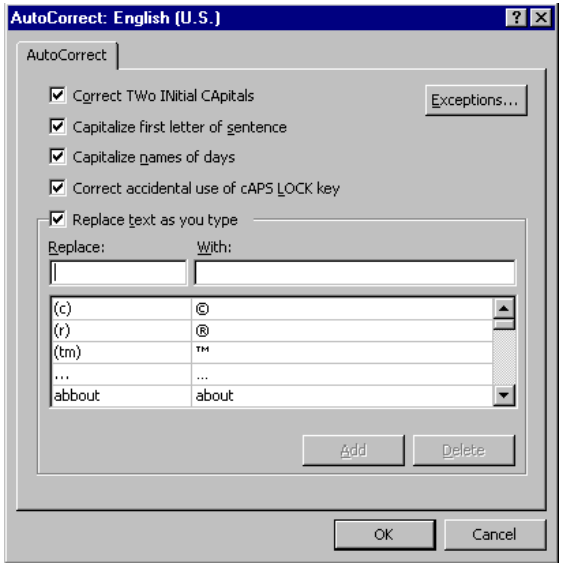
- Use to change font requirements



Format > Replace Font...
> Select Font to replace > Select

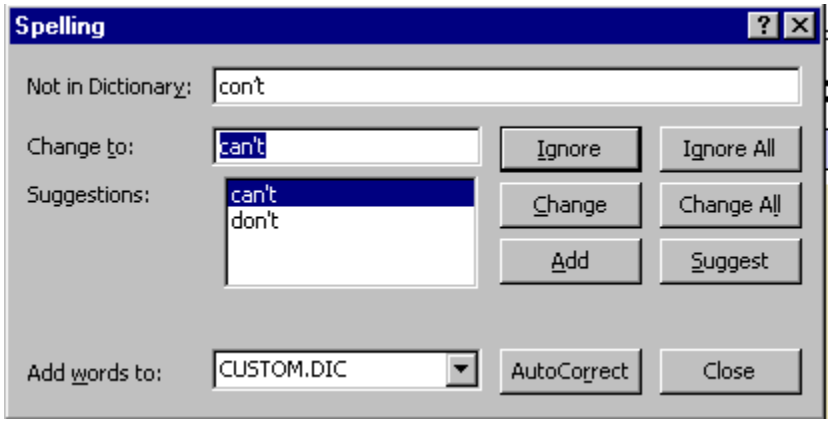
Spell Check

- Allows for automatic and manual correction of spelling errors.



AutoCorrect

Tools > AutoCorrect



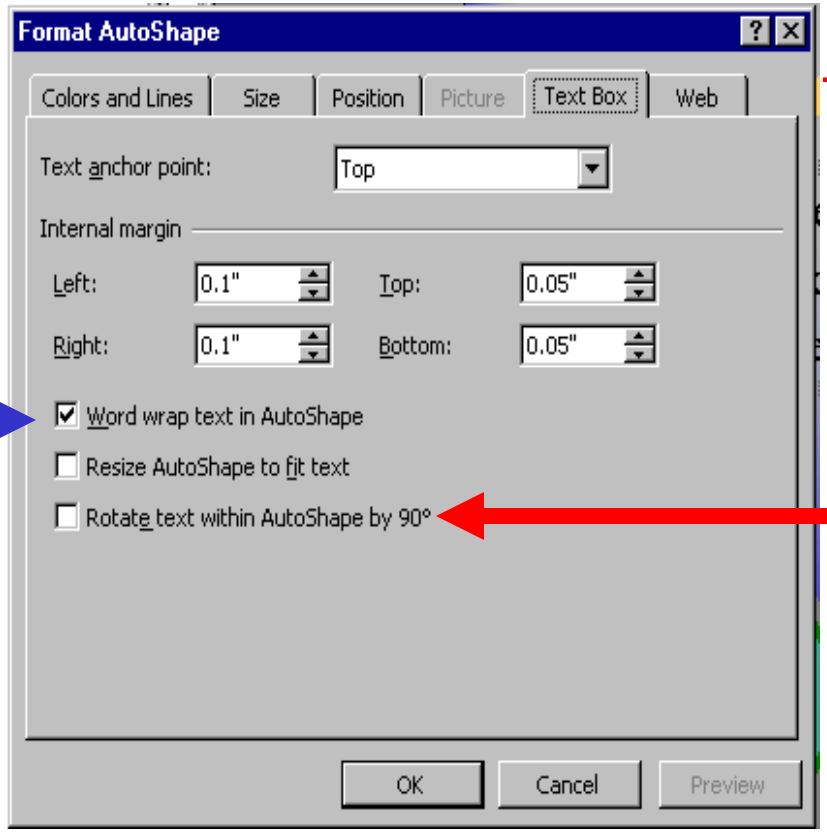
Spelling Checker

Tools > Spelling

Word Wrap & Rotate

Word Wrap

- Forces text to wrap within a placeholder



Rotate

- Turns text 90 deg.

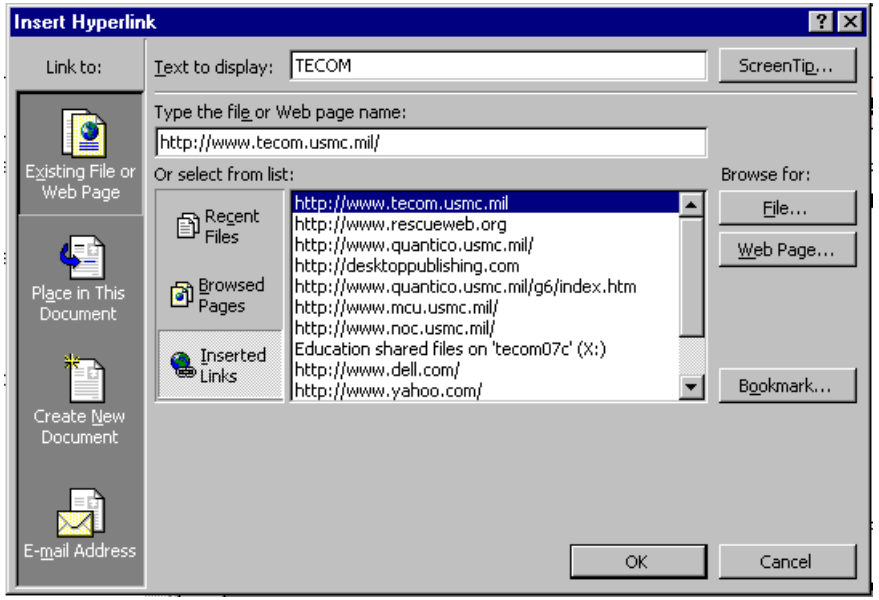
Rotate
Turns text 90 deg.

Right Click on placeholder > Format Placeholder >

Hypertext

- Allows text to link to a file or web site.

1. Highlight text **TECOM** TECOM
2. Insert Menu
3. Hyperlink…
4. Type in URL: or
   Click Browse
5. Click OK



PowerPoint 2000

Working with Objects…

- Organizing with Clip Art
- Pictures
- Action Buttons
- Action Settings

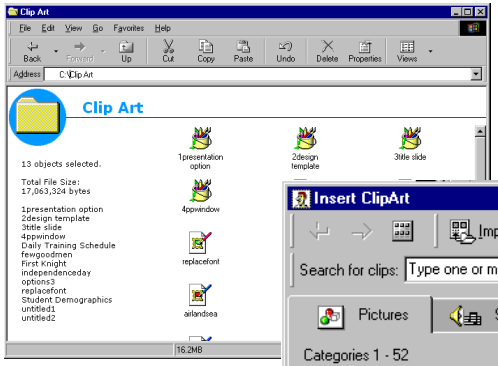
Organizing with Clip Art

- Importing all required objects
- Organize Folders
- **Save** time

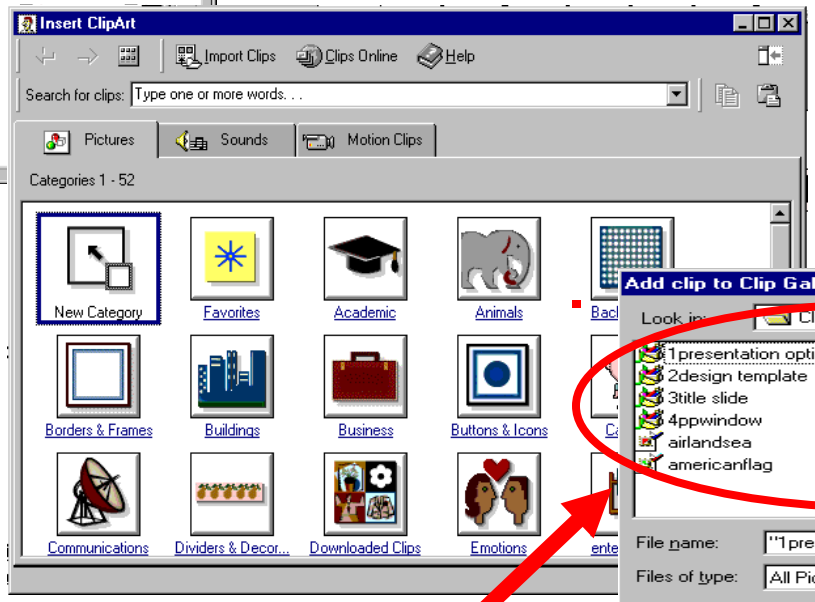
1. Save all objects into one folder
2. Open Clip Art Gallery: Insert Menu
3. Import all objects > Picture
   from folder > Clip
   Art

Organizing with Clip Art

1. Save all objects in one folder



2. Insert Menu > Picture...
> Clip Art
> Import Clips



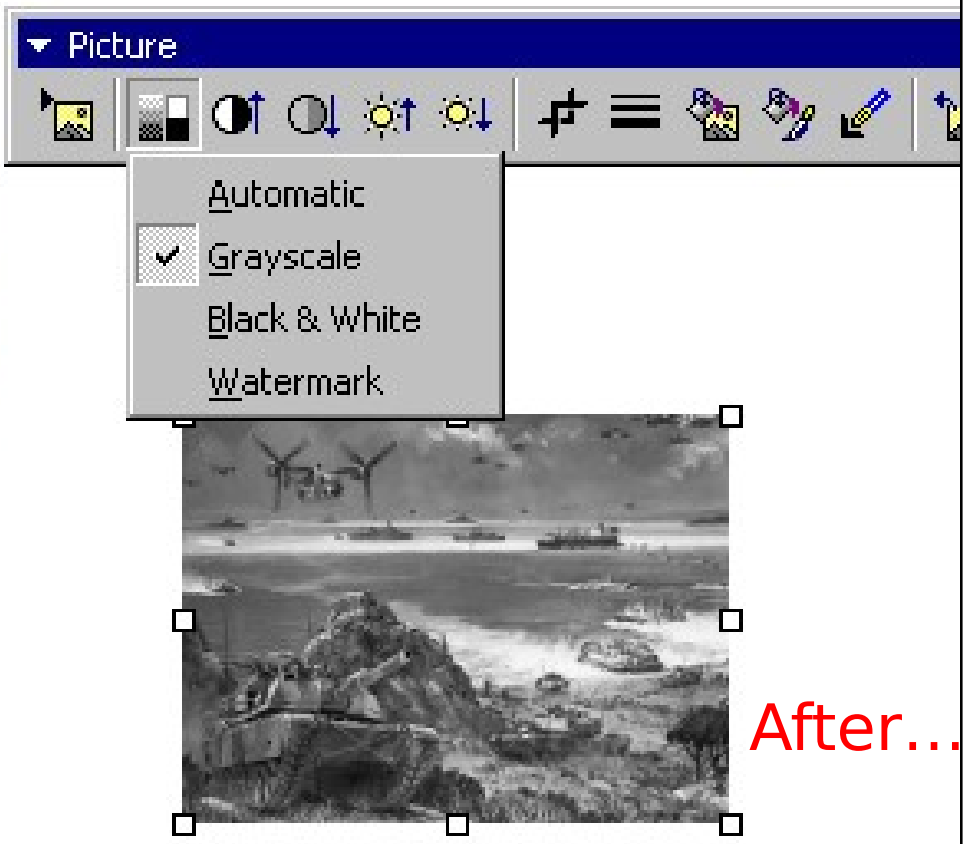
3. Select all objects

4. Import

Changing Picture Objects

View > Toolbars > Picture

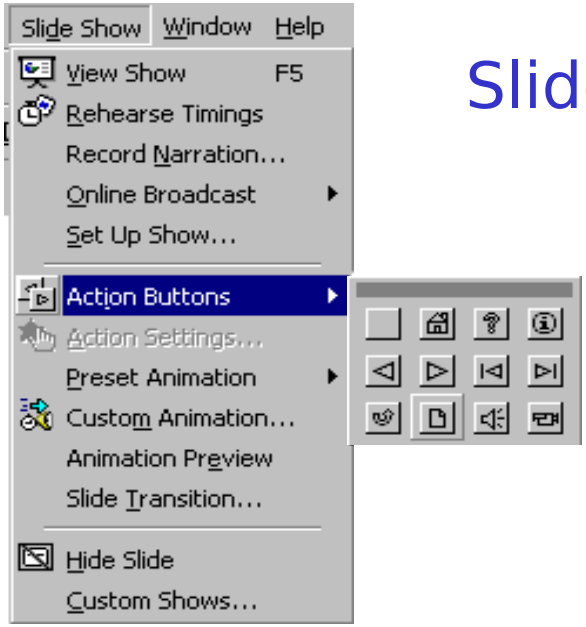
Before…



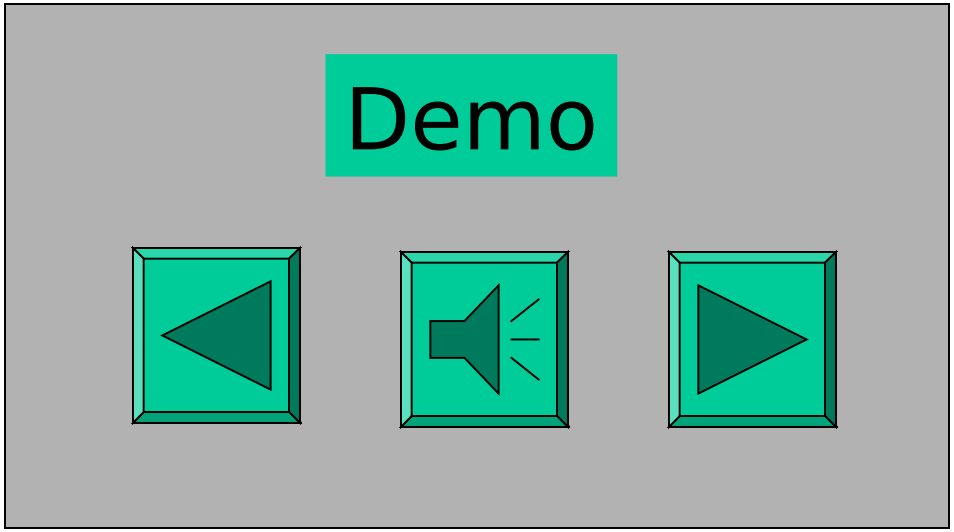
After…

Action Buttons

- Symbols, or buttons, used as navigational controls.



Slide Show Menu > Action Buttons



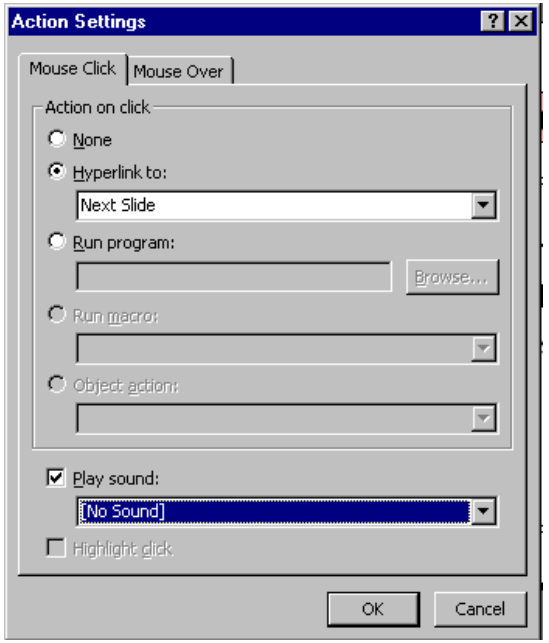
Action Settings

- Allows objects to hyperlink to file, program, URL, or other slide.

  Select object > Slide Show Menu

  Action Settings...

Choose Settings



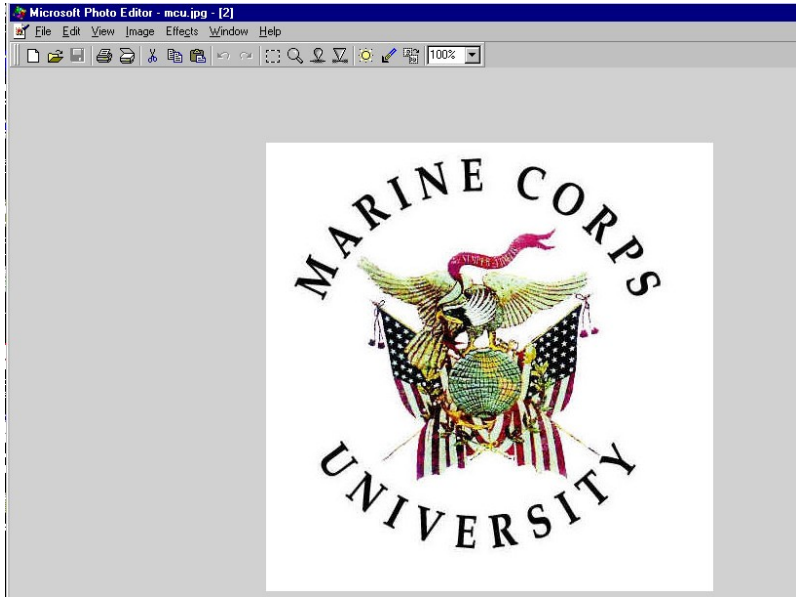
PowerPoint 2000

Working with other Applications…

- Cut, Copy & Paste
- Link
- Embed

Cut, Copy & Paste

1. Select object in source application
2. File > Edit > Copy…



3. Go into
4. Click Edit > Paste

Paste Options

1. Paste: Copies object from one application to another.
2. Paste Special… Link: Links PowerPoint object to a source file. Any changes to source file will allow object to be updated.

(See next slide for more info)

3. Paste Special…Paste: Embeds object to be updated with PowerPoint tools.

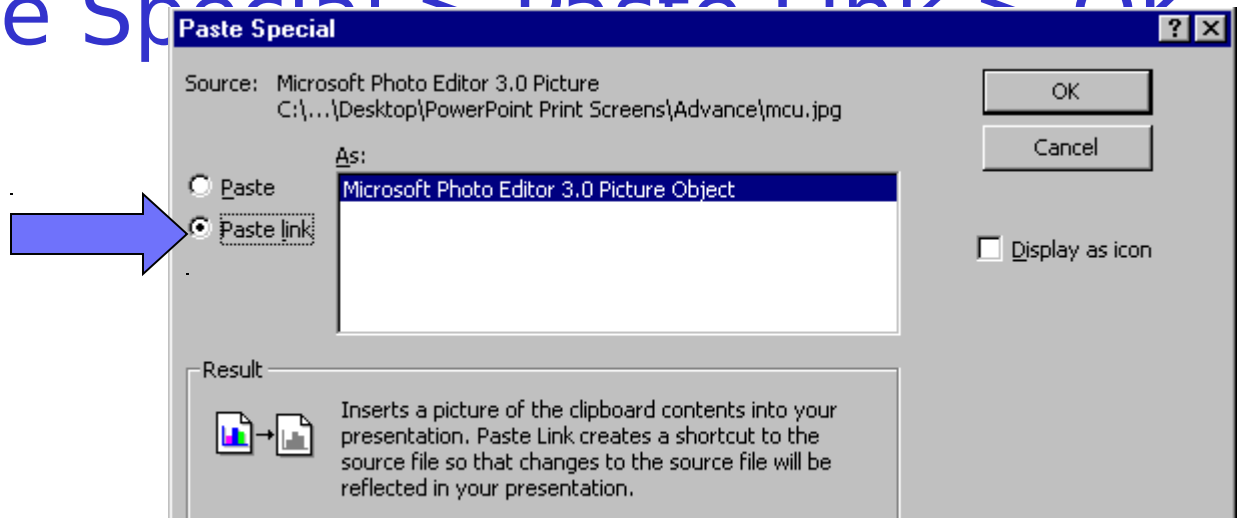
(See next slide for more info)

Link vs. Embed

Link: Source file allows for updates.

In source file (e.g., Photo Editor), Edit > Copy

In destination file (PowerPoint), Edit > Paste Special > Paste Link > OK

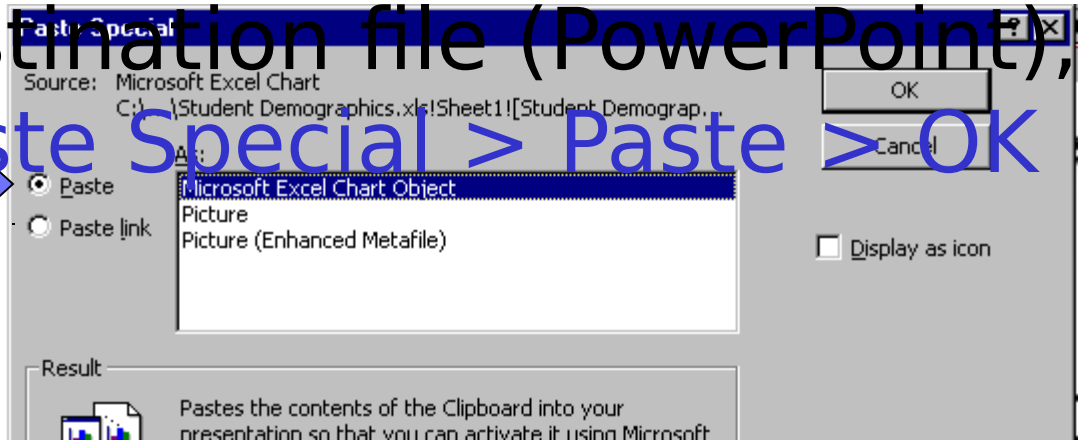

Paste Special
Source: Microsoft Photo Editor 3.0 Picture
C:\...\Desktop\PowerPoint Print Screens\Advance\mcu.jpg
OK
Cancel
As:
Paste
Paste link
Microsoft Photo Editor 3.0 Picture Object
Display as icon
Result
Inserts a picture of the clipboard contents into your presentation. Paste Link creates a shortcut to the source file so that changes to the source file will be reflected in your presentation.

Link vs. Embed

Embed: Destination file uses PowerPoint tools to update information.

In source file (e.g., Excel), Edit > Copy

In destination file (PowerPoint), Edit > Paste Special > Paste > OK



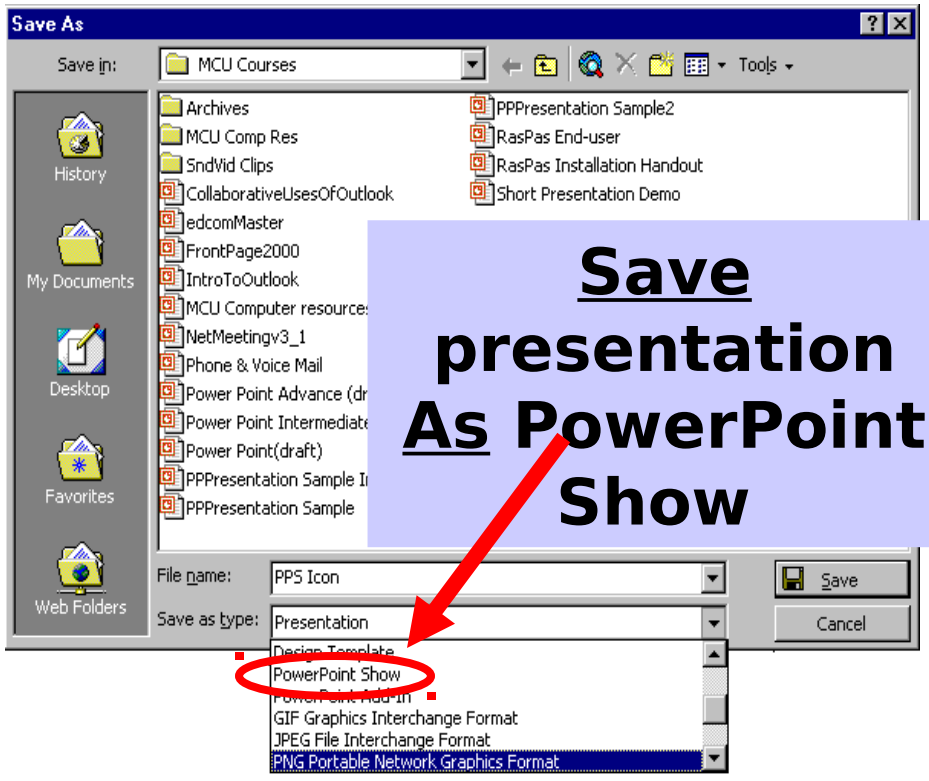
PowerPoint 2000

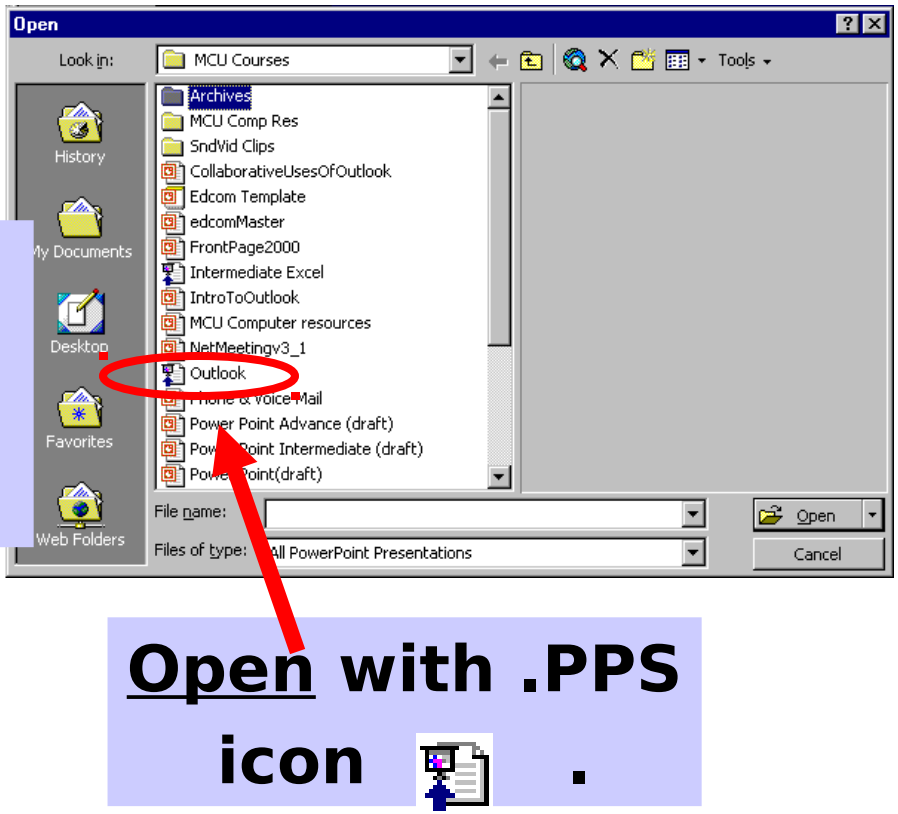
Showing PowerPoint…

- .PPS
- Rehearse Settings
- Pack and Go

PowerPoint Show (.PPS)

- Allows presentation to run automatically using preset timing.



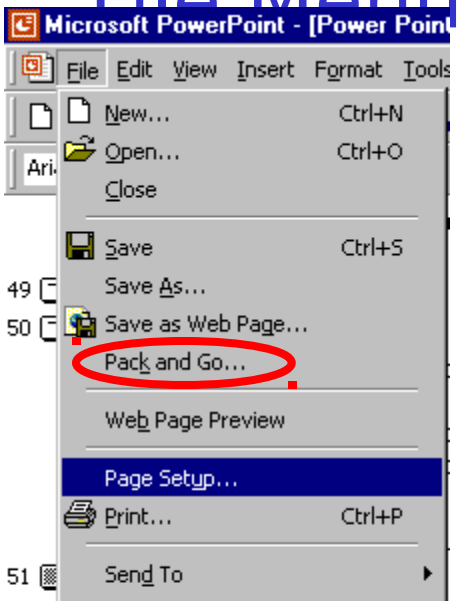


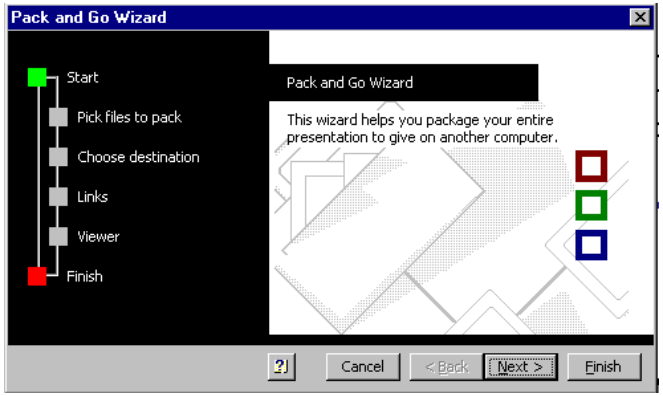
Pack and Go

- Pack and Go… allows you to show a presentation on a computer that does not have PowerPoint installed on it.
- Can only be shown, cannot be edited.

File Menu > Pack and Go…

P & G Wizard





Rehearse Timings

- Allows PowerPoint to record the amount of time you spend on each slide.
- Slides advance automatically according to “rehearsed” times.

Slide Show Menu
> Rehearse Timings

Total Time

Next **Slide Time** **Repeat**

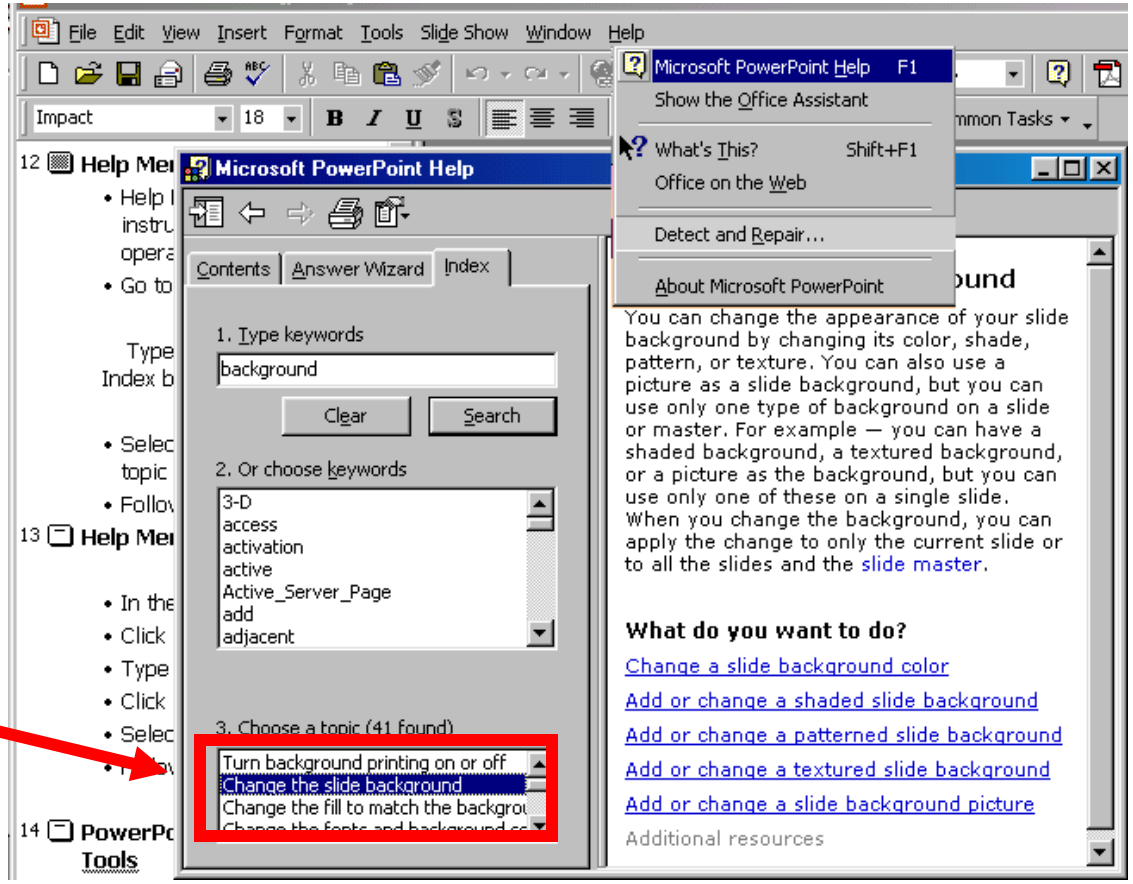
Pause

Help Menu-Index

- Help Menu provides instructions to perform an operation.
- Go to Help and select

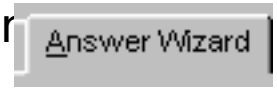
  Type “background” in I

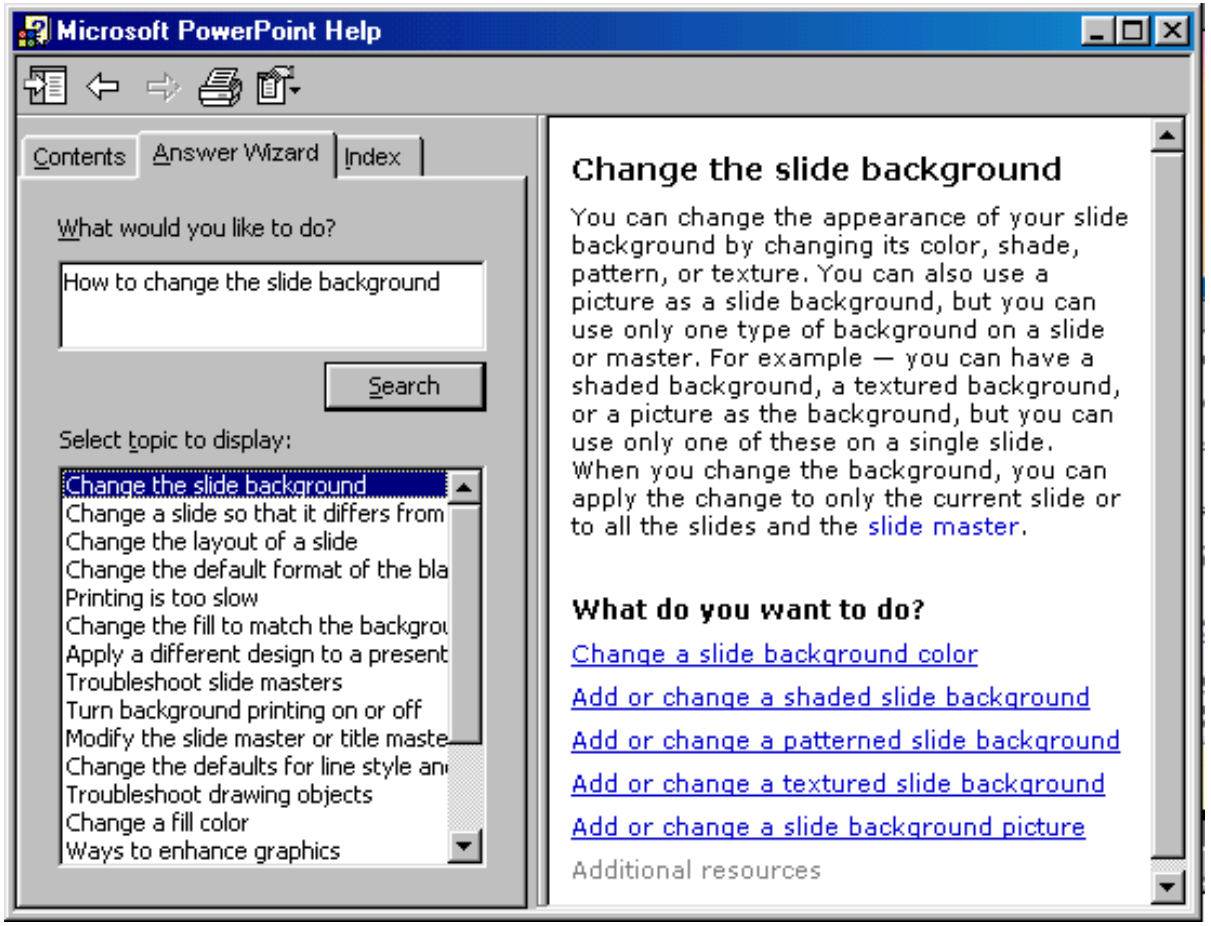
- Select the topic on the topic window.
- Follow instruction.


File Edit View Insert Format Tools Slide Show Window Help
Microsoft PowerPoint Help F1
Show the Office Assistant
What's This? Shift+F1
Office on the Web
Detect and Repair...
About Microsoft PowerPoint
Microsoft PowerPoint Help
Contents
Answer Wizard
Index
1. Type keywords
background
Clear
Search
2. Or choose keywords
3-D
access
activation
active
Active_Server_Page
add
adjacent
3. Choose a topic (41 found)
Turn background printing on or off
Change the slide background
Change the fill to match the backgrou
You can change the appearance of your slide background by changing its color, shade, pattern, or texture. You can also use a picture as a slide background, but you can use only one type of background on a slide or master. For example — you can have a shaded background, a textured background, or a picture as the background, but you can use only one of these on a single slide. When you change the background, you can apply the change to only the current slide or to all the slides and the slide master.
What do you want to do?
Change a slide background color
Add or change a shaded slide background
Add or change a patterned slide background
Add or change a textured slide background
Add or change a slide background picture
Additional resources

Help Menu-Answer Wizard

- In the Help window
- Click
- Type in the question
- Click
- Select the topic
- Follow the instruction




Microsoft PowerPoint Help
Contents
Answer Wizard
Index
What would you like to do?
How to change the slide background
Search
Select topic to display:
Change the slide background
Change a slide so that it differs from
Change the layout of a slide
Change the default format of the bla
Printing is too slow
Change the fill to match the backgrou
Apply a different design to a present
Troubleshoot slide masters
Turn background printing on or off
Modify the slide master or title maste
Change the defaults for line style an
Troubleshoot drawing objects
Change a fill color
Ways to enhance graphics
Change the slide background
You can change the appearance of your slide background by changing its color, shade, pattern, or texture. You can also use a picture as a slide background, but you can use only one type of background on a slide or master. For example — you can have a shaded background, a textured background, or a picture as the background, but you can use only one of these on a single slide. When you change the background, you can apply the change to only the current slide or to all the slides and the slide master.
What do you want to do?
Change a slide background color
Add or change a shaded slide background
Add or change a patterned slide background
Add or change a textured slide background
Add or change a slide background picture
Additional resources

Conclusion…

- MS PowerPoint 2000
- Create a presentation from scratch.
- Advance PowerPoint Tools
- Use Help features.

Questions???